



**FOREIGN NATIONAL
STUDENT INTERN VACANCY
ANNOUNCEMENT
U.S. DEPARTMENT OF STATE**

Announcement No. STATE-FNSI-35-15

POSITION: Human Resources Intern

OPEN TO: All Honduran and other foreign nationals who are legal resident students of the host country.
(*U.S. Citizen Students or dual citizen Honduran/US students are not eligible under this program)

OPENING DATE: April 30, 2015

CLOSING DATE: May 29, 2015

WORK HOURS: Minimum 20 hours per week

STARTING DATE: Throughout the year

DURATION: At least 3 months

SALARY: Volunteer, unpaid

*NOTE: U.S. Citizen Students or dual citizen Honduran/US students are not eligible under this program. The U.S. Department of State sponsors a separate intern program for U.S. Citizens. For more information on student programs with State Department go to WWW.Careers.State.gov and click on Student Programs.

The U.S. Embassy is seeking an Intern in the Human Resources Office. This is an unpaid/volunteer internship with no benefits, compensation, or any future employment rights being accrued as a result of an internship. Interns are required to have current medical insurance coverage.

BASIC FUNCTION:

Incumbent is responsible for performing a variety of personnel, clerical, and administrative functions relating to American and local employee programs in the Human Resources Office at Post.

REQUIRED QUALIFICATIONS:

(NOTE: APPLICANTS MUST ADDRESS AND INCLUDE TO THE APPLICATION COPIES OF **ALL REQUIREMENTS LISTED BELOW AND SUBMIT DOCUMENTATION THAT SUPPORTS THESE REQUIREMENTS, I.E. UNIVERSITY STUDIES. APPLICATIONS WILL NOT BE CONSIDERED IF THESE DOCUMENTS ARE NOT SUBMITTED**).

EDUCATION: At least two years of university studies is required.

LANGUAGE: Level III (Good working knowledge) in English and Level IV (Fluent) in Spanish are required. This will be tested.

SKILLS AND**ABILITIES:**

Must have excellent interpersonal skills and be able to develop and maintain effective working relationships with employees, supervisors, and job applicants. Must be tactful, discreet, possess good judgment, be able work as part of a team. Proficiency in Microsoft Office applications (Word, Excel, Publisher, and PowerPoint) is required. Must be able to communicate effectively, orally and in writing. Must possess strong organizational skills and be able to multi-task.

SELECTION PROCESS

It is essential that the candidate address the above required qualifications in the application. Those who meet the basic qualifications will be invited to participate in an oral interview.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful internship.
2. Security and medical certifications must be completed before beginning the internship.
3. Must be at least 18 years old.
4. At least two letters of recommendation from professors.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

- 1) Application
- 2) Statement of Interest form
- 3) Academic Transcripts
- 4) Medical Insurance

SUBMIT APPLICATION TO:

BY MAIL: Send to the following address: American Embassy, Human Resources Office, Room 335, P.O. Box 3453, Tegucigalpa, Honduras. **IN PERSON:** Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos. **VIA E-MAIL:** Send to: **TGGIntern@state.gov**

CLOSING DATE FOR THIS ANNOUNCEMENT: May 29, 2015

The U.S. Mission in Tegucigalpa, Honduras provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all operations through continuing diversity enhancement programs. The Equal Employment Opportunity (EEO) complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

SEE <http://honduras.usembassy.gov/internships.html> FOR ADDITIONAL INTERNSHIP
OPPORTUNITIES
